

# **City of Asheville North Carolina**



## **FORMAL BID REQUEST NO. 780-11**

### **'NO LEAD' METER BRASS FITTINGS AND VALVES For The City of Asheville Potable Water Distribution System**

Issued By: City of Asheville Purchasing Division

P O Box 7148

Asheville, NC 28802

Phone (828) 259-5950

Fax (828) 259-5440

Issue date: SEPTEMBER 15, 2010

**BID OPENING DATE: THURSDAY, October 14, 2010 3:00 P.M.**

**CITY OF ASHEVILLE PURCHASING DIVISION**

Formal Bid Request No. 780-11

Date: September 14, 2010

**REQUEST FOR BIDS AND PROPOSALS ON  
'NO LEAD' METER BRASS FITTINGS AND VALVES  
FOR THE CITY OF ASHEVILLE POTABLE WATER DISTRIBUTION SYSTEM**

Pursuant to General Statutes of North Carolina, Section 143-129, as amended, sealed bids and proposals, subject to the conditions and specifications herein, are invited for furnishing the following equipment, materials, services or repair work. **All bids will be received by the City of Asheville Purchasing Division until 3:00 p.m. Thursday, October 14, 2010 at which time the will be publicly opened and read.**

**TERMS:** NET 30  
**DELIVERY:** AS NEEDED

**ISSUED BY:** Donna Martin  
Purchasing Agent  
(828) 259-5954  
[dmartin@ashevillenc.gov](mailto:dmartin@ashevillenc.gov)

**POSITIVELY NO BIDS CONSIDERED UNLESS SUBMITTED ON THIS FORM**

**NOTICE TO BIDDERS:** All tax imposed upon any article on which you are bidding shall be shown as separate items and in no case included with price bid. Failure to comply with these conditions will be considered grounds for rejection

Item No.	Qty	Item Description	Unit Price	Extended Price
		<p>BID REQUEST to establish a <b><u>MINIMUM 6 MONTH TERM CONTRACT</u></b> to furnish the City of Asheville Central Stores Warehouse with the following materials. Orders will be placed against this contract on an as needed basis. <u>Minimum order quantities</u> are indicated for each Item. Delivery will be required <b>within 14 days</b> after receipt of verbal order. Evaluation will be based on unit price offered. Estimated quantities are identified for each item but there are no guarantees of quantities to be purchased. <b>Bids are requested to be firm for a minimum of 180 days.</b> The City may exercise its option to make additional purchases after the contract period at the established prices as detailed in item no. 22 of Special Terms and Conditions, page 14.</p> <p align="center"><b>SPECIFICATIONS AND THE LIST OF APPROVED MANUFACTURERS, SHOWN ON PAGE 11, INCLUDES FORD and A. Y. MCDONALD ONLY</b></p> <p align="center"><b>FAXED BIDS WILL NOT BE ACCEPTED!!!!!!</b></p> <p align="center"><b>Prefer to award to only ONE Vendor.</b></p>		

Company Name	Bid Submitted By (Signature)
Address	Printed Name and Title
City State Zip	Email Address
Telephone No.	Fax No.
Web Address	Federal Taxpayer ID No.
Delivery_____ calendar days after receipt of order	Payment Terms are Net 30. No payment discounts apply in determining award.

Item No.	Qty.	Item Description	Unit Cost	Extended Cost
1	500 ea	Iron yoke bar for 5/8" meter; minimum order quantity of 250; Ford Y501, A Y McDonald 14-1  BID: MFG'R:_____ CATALOG NO.:_____	\$_____	\$_____
2	50 ea	Iron yoke bar for 1" meter; minimum order quantity of 20; Ford Y504, A.Y. McDonald 14-4  BID: MFG'R:_____ CATALOG NO.:_____	\$_____	\$_____
3	25 ea	Iron yoke bar for 3/4" meter; minimum order quantity of 15; Ford Y503, A.Y. McDonald 14-3  BID: MFG'R:_____ CATALOG NO.:_____	\$_____	\$_____
4	2100 ea	Hand wheel type expansion connection for 5/8" meter; minimum order quantity of 300; Ford EC1, A Y McDonald 714-1 EHG  BID: MFG'R:_____ CATALOG NO.:_____	\$_____	\$_____
5	90 ea	Hand wheel type expansion connection for 1" meter; minimum order quantity of 10; Ford EC-4; A Y McDonald 714-4EHG  BID: MFG'R:_____ CATALOG NO.:_____	\$_____	\$_____
6	40 ea	Hand wheel type expansion connection for 3/4" meter; minimum order quantity of 20; Ford EC-23, A Y McDonald 714-2 EHG  BID: MFG'R:_____ CATALOG NO.:_____	\$_____	\$_____
7	300 ea	5/8" straight ball valve; PJ/CTS x 5/8" meter; minimum order quantity of 100; Ford B94-213WG; A Y McDonald 76102WYT 3/4x5/8x01,  BID: MFG'R:_____ CATALOG NO.:_____	\$_____	\$_____
8	50 ea	3/4" swivel eight bends with compression outlet; minimum order quantity of 25; Ford LA04 33SG; A Y McDonald 74750S-22- 3/4  BID: MFG'R:_____ CATALOG NO.:_____	\$_____	\$_____
9	250 ea	3/4" compression couplings; MIPT x Compression; minimum order quantif of 50; Ford C84-33G, A Y McDonald 74753-22-3/4  BID: MFG'R:_____ CATALOG NO.:_____	\$_____	\$_____
Company Name		Bid Submitted By:		

Item No.	Qty.	Item Description	Unit Cost	Extended Cost
10	150 Ea	3/4" ell couplings; MIPT x Comp; minimum order quantity of 50; Ford L84-33G, A Y McDonald 74779M-22 -3/4  BID: MFG'R:_____ CATALOG NO.:_____	\$_____	\$_____
11	100 ea	3/4" Ball valve curb stop with lock wing; female iron pipe thread both ends; minimum order quantity of 25; Ford B11-333W; A Y McDonald 76101 3/4" w/lock wing  BID: MFG'R:_____ CATALOG NO.:_____	\$_____	\$_____
12	100 ea	1" Ball valve curb stop with lock wing; female iron pipe thread both ends; minimum order quantity of 25; Ford B11-444WG, A Y McDonald 76101-1w/lock wing  BID: MFG'R:_____ CATALOG NO.:_____	\$_____	\$_____
13	100 ea	"U" branch pieces; 1" compression inlet x (2) 3/4" MIPT outlets; 6 1/2" spacing; minimum order quantity of 25; Ford U48-436:5G; A Y McDonald 708U2M1x3/4 6.5  BID: MFG'R:_____ CATALOG NO.:_____	\$_____	\$_____
14	175 ea	3/4" Comp x 3/4" Comp coupling; minimum order quantity of 25; Ford C44-33G; A Y McDonald 74758-22 3/4"  BID: MFG'R:_____ CATALOG NO.:_____	\$_____	\$_____
15	50 ea	1" Comp x 1" Comp coupling; minimum order quantity of 10; Ford C44-44G;; A Y McDonald 74758-22 1"  BID: MFG'R:_____ CATALOG NO.:_____	\$_____	\$_____
16	30 ea	1" Comp x 1" Comp coupling; minimum order quantity of 20; Ford C45-44G; A Y McDonald 74758-22-55-1  BID: MFG'R:_____ CATALOG NO.:_____	\$_____	\$_____
17	100 ea	1" MIPT x 1" Comp. coupling; minimum order quantity of 25; Ford C84-44; A Y McDonald 74753-22-1 Mac Pak  BID: MFG'R:_____ CATALOG NO.:_____	\$_____	\$_____
18	100 ea	3/4" FIPT x 3/4" Comp ell couplings; minimum order quantity of 20; Ford L14-33G; A Y McDonald 74779 -22 -3/4"  BID: MFG'R:_____ CATALOG NO.:_____	\$_____	\$_____
Company Name		Bid Submitted By:		

Item No.	Qty.	Item Description	Unit Cost	Extended Cost
19	500 ea	3/4" straight dual check valves for yokes; minimum order quantity of 100; Ford HHS91-313; A Y McDonald 711-3YF23  BID: MFG'R:_____ CATALOG NO.:_____	\$_____	\$_____
20	200 ea	3/4" meter coupling FIPT X Comp; minimum order quantity of 25; Ford C14-33G; A Y McDonald 74754-22 3/4"  BID: MFG'R:_____ CATALOG NO.:_____	\$_____	\$_____
21	6 ea	1 1/4" FIPT Straight Coupling; minimum order quantity of 6; Ford C14-55G; A Y McDonald 74754-22 1 1/4"  BID: MFG'R:_____ CATALOG NO.:_____	\$_____	\$_____
22	15 ea	1 1/2" FIPT Straight Coupling; minimum order quantity of 6; Ford C44-66; A Y McDonald 74758-22 1 1/2"  BID: MFG'R:_____ CATALOG NO.:_____	\$_____	\$_____
23	15 ea	2" FIPT Straight Coupling; minimum order quantity of 6; Ford C14-77; A Y McDonald 74754-22-2  BID: MFG'R:_____ CATALOG NO.:_____	\$_____	\$_____
24	300 ea	5/8" straight ball valve; FIPT x 5/8" meter; minimum order quantity – 100; Ford B91-213W; A Y McDonald 76101WY 3/4x5/8x01  BID: MFG'R:_____ CATALOG NO.:_____	\$_____	\$_____
25	24 ea	2" MIPT Straight Coupling; minimum order quantity of 12; Ford C84-77G; A Y McDonald 74753-22 2  BID: MFG'R:_____ CATALOG NO.:_____	\$_____	\$_____
26	50 ea	1" Straight Yoke Ball Valve; Grip Joint; minimum order quantity - 25 ea. Ford B94-344WG; A Y McDonald 76102WY-22 1x3/4x04  BID: MFG'R:_____ CATALOG NO.:_____	\$_____	\$_____
27	25 ea	1" straight Check Valves for Yokes; 1" valve, 1" meter inlet, 1" FIPT outlet; minimum order quantity - 6 ea.; Ford HS91-444; A Y McDonald 711-4YF-44  BID: MFG'R:_____ CATALOG NO.:_____	\$_____	\$_____
Company Name		Bid Submitted By:		

Item No.	Qty.	Item Description	Unit Cost	Extended Cost
28	15 ea	1 1/2" MIPT Pack Joint Coupling; grip joint; minimum order quantity - 6 ea.; Ford C84-66; A Y McDonald 74753-22 1 1/2,  BID: MFG'R:_____CATALOG NO.:_____	\$_____	\$_____
29	50 ea	1" x 1" Pack Joint Ell Couplings, Grip Joint, Minimum order quantity – 25 each; Ford L44-44G; A Y McDonald 74761-22-1,  BID: MFG'R:_____CATALOG NO.:_____	\$_____	\$_____
30	25 ea	1" x 1" Pack Joint for Iron Pipe Ell Couplings, Grip Joint, Minimum order quantity – 10 each; Ford L45-44G; A Y McDonald 74761-22-55-1 BID: MFG'R:_____CATALOG NO.:_____	\$_____	\$_____
31	25 ea	3/4 Pack Joint Ell Couplings, PJ x PJ, Minimum order quantity – 6 each; Ford L44-33; A Y McDonald 74761-22 3/4  BID: MFG'R:_____CATALOG NO.:_____	\$_____	\$_____
32	25 ea	1" x 1" MIPT x Pack Joint Ell Couplings, Grip Joint, Minimum order quantity – 6 each; Ford L84-44G; A Y McDonald 74779M-22 1"  BID: MFG'R:_____CATALOG NO.:_____	\$_____	\$_____
33	15 ea	1" x 1" FIPT x Pack Joint Ell Couplings, Grip Joint, Minimum order quantity – 6 each; Ford L14-44G; A Y McDonald 74779-22 1  BID: MFG'R:_____CATALOG NO.:_____	\$_____	\$_____
34	50 ea	1" x 1" FIPT x Pack Joint Straight Couplings, Grip Joint, Minimum order quantity – 25 each; Ford C14-44G; A Y McDonald 74754-22 1  BID: MFG'R:_____CATALOG NO.:_____	\$_____	\$_____
35	50 ea	1 1/2 " FIPT X FIPT Ball Valve Curb Stops, Minimum order quantity – 15 each; Ford B11-666W; A Y McDonald 76101-1 1/2 w/Lock Wing,  BID: MFG'R:_____CATALOG NO.:_____	\$_____	\$_____
36	100 ea	2" FIPT X FIPT Ball Valve Curb Stops, Minimum order quantity – 25 each; Ford B11-777; A Y McDonald 76101-2 w/Lock Wing  BID: MFG'R:_____CATALOG NO.:_____	\$_____	\$_____
Company Name		Bid Submitted By:		

Item No.	Qty.	Item Description	Unit Cost	Extended Cost
37	24 ea	Custom Meter Setter for 1 1/2" meter; minimum order quantity - 6 each; Ford VBHH76-12B-11-77; A Y McDonald 720B612WDF665  BID: MFG'R: _____ CATALOG NO.: _____	\$ _____	\$ _____
38	24 ea	Custom Meter Setter for 2 inch meter; Minimum order quantity - 6 each; Ford VBHH77-12B-11-66; A Y McDonald 720B712WDF775  BID: MFG'R: _____ CATALOG NO.: _____	\$ _____	\$ _____
39	15 ea	1 x 1 x 1 Pack Joint Tees; pack joint both ends x pack joint side outlet; minimum order quantity – 6 each; Ford T444-444F;; A Y McDonald 74760-22-1  BID: MFG'R: _____ CATALOG NO.: _____	\$ _____	\$ _____
40	25 ea	3/4 x 3/4 x 3/4 Pack Joint Tees; pack joint both ends x pack side outlet; minimum order quantity – 25 each; Ford T444-333;; A Y McDonald 74760-22 - 3/4 BID: MFG'R: _____ CATALOG NO.: _____	\$ _____	\$ _____
41	15 ea	1 x 1 x 3/4 Pack Joint Tees both ends x pack side outlet; minimum order quantity – 6 each; Ford T444-443; A Y McDonald 74760-22 – 1 x 3/4 BID: MFG'R: _____ CATALOG NO.: _____	\$ _____	\$ _____
42	15 ea	3/4 x 3/4 x 1 Pack Joint Tees both ends x pack side outlet; minimum order quantity – 6 each; Ford T444-334;; A Y McDonald 74760-22 – 3/4 x 1 BID: MFG'R: _____ CATALOG NO.: _____	\$ _____	\$ _____
43	15 ea	3/4 " Straight Meter Couplings, MIPT for 5/8" meters; minimum order quantity – 6 each;; Ford C38-12.3.188;; A Y McDonald 74620 5/8 x3/4 BID: MFG'R: _____ CATALOG NO.: _____	\$ _____	\$ _____
44	50 ea	1/2 " Straight Meter Couplings, MIPT for 5/8" meters; minimum order quantity – 10 each; Ford C38-11-2.375;; A Y McDonald 74620 5/8 BID: MFG'R: _____ CATALOG NO.: _____	\$ _____	\$ _____
45	25 ea	3/4" Straight Meter Coupling, MIPT for 3/4" meters; minimum order quantity – 25 ea.; Ford C38-13; A Y McDonald 74620 3/4 x 2 3/4 BID: MFG'R: _____ CATALOG NO.: _____	\$ _____	\$ _____
Company Name		Bid Submitted By:		

Item No.	Qty.	Item Description	Unit Cost	Extended Cost
46	300 ea	3/4" Corporation Stops; MIP x MIP; minimum order quantity –100 each; Ford 500 3/4";; A Y McDonald 73131- 3/4  BID: MFG'R _____ CATALOG NO. _____	\$ _____	\$ _____
47	120 ea	1" Corporation Stops; MIP x CTS; minimum order quantity – 30 each; Ford 1100 1"; A Y McDonald 74704-22 1  BID: MFG'R _____ CATALOG NO. _____	\$ _____	\$ _____
48	30 ea	1" Corporation Stops; MIP x MIP; minimum order quantity – 15 each; Ford 500 1"; A Y McDonald 73131-1 1  BID: MFG'R _____ CATALOG NO. _____	\$ _____	\$ _____
49	60 ea	3/4 " Ball Valve Curb Stop; minimum order quantity – 15; Ford B41-333; A Y McDonald 76102W -22 3/4  BID: MFG'R _____ CATALOG NO. _____	\$ _____	\$ _____
50	15 ea	2" Ball Valve Corporation Stops; MIP x MIP; minimum order quantity – 6 each; Ford FB 500 2";; A Y McDonald 73131B-2  BID: MFG'R _____ CATALOG NO. _____	\$ _____	\$ _____
51	100 ea	3/4 Straight Pack Joint Coupling, PJ x IPT; minimum quantity order – 100 ea.; Ford C45-33; A Y McDonald 74758-22-55 3/4  BID: MFG'R _____ CATALOG NO _____	\$ _____	\$ _____
52	25 ea	9" Horizontal Meter Resetter with angle lockwing ball valve; minimum order quantity – 3 each; Ford FVHH-9-W;; A Y McDonald 718-109WX BID: MFG'R _____ CATALOG NO. _____	\$ _____	\$ _____
53	25 ea	9" Horizontal Meter Resetter with angle dual check valve; minimum order quantity – 6 each; Ford VHH41-9W;; A Y McDonald 718-109WD BID: MFG'R _____ CATALOG NO. _____	\$ _____	\$ _____
54	28 ea	7" Horizontal Meter Resetter angle dual check valve minimum order quantity – 9 each; Ford VHH41-7W;; A Y McDonald 718-107WD  BID: MFG'R _____ CATALOG NO. _____	\$ _____	\$ _____
Company Name			Bid Submitted By:	



Item No.	Qty.	Item Description	Unit Cost	Extended Cost
55	18 ea	7" Horizontal Meter Resetter with angle lockwing ball valve; minimum order quantity – 9 each; Ford V41-7W;; A Y McDonald 718-107WX BID: MFG'R _____ CATALOG NO. _____	\$_____	\$_____
		<b>Prices as bid are firm for a period of _____ TOTAL BID</b> <b>See Special Terms and Conditions Item #22 Bid Page 14</b>		\$_____
Company Name			Bid Submitted By:	

## GENERAL CONDITIONS

1. All bids and proposals shall be for furnishing apparatus, supplies, materials, equipment and/or work and services in accordance with the applicable plans and specifications prescribed by The City of Asheville. From the date shown until the date of opening the proposals, the plans and specification of one proposed work and/or a complete, description of the apparatus, supplies, materials or equipment and/or work and services are an will continue to be on file in the office of the Director of Purchasing for City of Asheville, N. C., during usual office hours, and available to prospective bidders.
2. The City reserves the right to evaluate all bids especially where there is a wide range in specifications or to reject any and all bids and proposals, and further specifically reserves the right to make the award and/or awards in the best interest of the City of Asheville.
3. Time, in connection with discount offered, will be computed from date of delivery of the supplies or materials on delivery at destination when final inspection and acceptance are at those points, or from date correct invoice is received if latter is later than the date of delivery. Guaranteed maximum price must be shown in all bids.
4. In case of default of the contractor, the City may procure the articles or services from other sources and hold the contractor responsible for any excess cost occasioned thereby.
5. Payment by City due thirty days after delivery in Asheville and inspection unless otherwise specifically provided, subject to any discounts allowed.

**BID**

In compliance with the above request for bids, and subject to all the conditions thereof, the undersigned offers and agrees, if this bid be accepted within 90 days from the date of the opening, to furnish any or all of the items upon which prices are quoted, at the price set opposite each item, and unless otherwise specified, within \_\_\_\_\_ days after receipt of order, deliver F.O.B.Destination Prepaid Asheville, NC. Discounts will be allowed for prompt payments as follows: 10 calendar day, \_\_\_\_\_ per cent; 15 calendar days, \_\_\_\_\_ per cent; 20 calendar days, \_\_\_\_\_ per cent; 30 calendar days \_\_\_\_\_ per cent.

Bidder: \_\_\_\_\_ Address: \_\_\_\_\_ Zip: \_\_\_\_\_  
 By: \_\_\_\_\_ Title: \_\_\_\_\_  
 (Authorized to sign bids)

Telephone Number: \_\_\_\_\_ Date: \_\_\_\_\_

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**INSTRUCTIONS TO BIDDERS**

1. Samples of items, when required, must be furnished free of expense, prior to the opening of bids, and if not destroyed, will upon request, be returned at the bidder's expense. Request for the return of samples must be made within 10 days, following opening of bids. Each individual sample must be labeled with bidder's name and item number.
2. Prices should be stated in units of quantity specified with packing included.
3. If the item bid upon has a trade name or brand, such trade name or brand must be stated in the bid.
4. Attach complete specifications for any substitution offered, or when amplification is desirable or necessary.
5. If descriptive matter is attached to bid, bidder's name must be on sheet containing descriptive matter.
6. Where a brand or trade name appears in the specifications it is understood that it refers to that material or its equivalent.
7. Please address and mark your bid as shown below.

CITY OF ASHEVILLE, N. C.  
 PURCHASING DIVISION  
 P. O. BOX 7148  
 ASHEVILLE, N. C. 28802

FORMAL BID REQUEST NO. 780-11  
 SEALED BID ON  
 'NO LEAD' METER BRASS FITTINGS AND  
 VALVES FOR THE CITY OF ASHEVILLE  
 POTABLE WATER DISTRIBUTION SYSTEM

**TO BE OPENED AT 3:00 O'CLOCK P.M.  
 THURSDAY, OCTOBER 14, 2010**

**NOTE:** If mailed, bid should be forwarded by certified U. S. mail. If mail is delayed beyond the date and hour set for bid opening, proposal thus delayed will not be considered. IF FORWARDED OTHER THAN BY MAIL, DELIVERY MUST BE MADE DIRECTLY TO THE CITY OF ASHEVILLE PURCHASING DIVISION, 3 HUNT HILL PLACE, ASHEVILLE, NORTH CAROLINA.

## NO-LEAD BRASS FITTINGS AND VALVES

All brass fittings and valves for service lines shall be provided under this contract.

- a. All fittings and valves shall be manufactured in accordance with AWWA Standard C-800, latest revision, and as further specified in these technical specifications.
- a.i Exception: Any brass part of the fitting or valve in contact with potable water shall be made of a “No-Lead Brass”, defined for this specification as EnviroBrass II, UNS Copper Alloy C89520 per ASTM B30 and ASTM B584 or approved equal. . The Mechanical properties and Chemical composition of the “No-Lead Brass” Alloy shall be certified by an independent testing agency. This “No-Lead Brass” alloy shall contain not more than one fourth of one percent(0.25% or less) total lead content by weight.
- a.ii Any brass part of the fitting or valve not in contact with potable water shall be made of 85-5-5-5 brass as defined for this specification as UNS Copper Alloy C83600 per ASTM B30, ASTM B62, ASTM B584 and AWWA C-800.
- b. All brass fittings and valves shall be certified by an ANSI accredited test lab per ANSI/NSF Standard 61, Drinking Water Components – Health Effects, Section 8..  
  
Proof of product certification shall be furnished with each delivery. Manufacturer’s specifications and/or product cut sheets shall be acceptable proof. Product packaging shall be clearly marked to identify contents.
- c. Brass fittings and valves shall comply with the Safe Drinking Water Act, and the U.S Environmental Protection Agency.
- d. All brass fittings and valves shall be clearly marked as “no lead” brass alloy, e.g., ‘EB2’ or “NL”. All brass fittings and valves shall be integrally stamped or cast with the manufacturers name or trademark . All markings shall be clear and easily read.

If requested, an affidavit certifying compliance with these standards and specifications shall be signed and submitted by the manufacturing firm's Quality Assurance or Engineering Manager.

The current approved manufacturers are : Ford  
AY McDonald  
ONLY

**CITY OF ASHEVILLE PURCHASING DIVISION  
SPECIAL TERMS AND CONDITIONS FOR  
'NO LEAD' METER' BRASS FITTINGS AND VALVES  
FOR THE CITY OF ASHEVILLE POTABLE WATER DISTRIBUTION SYSTEM**

1. **SUMMARY:** Bidders please note: This request for bids and proposals includes provisions for the City of Asheville to establish a CONTINUING CONTRACT to purchase 'NO LEAD' METER BRASS FITTINGS AND VALVES as described herein for the City of Asheville. Prices thus established will apply to orders issued during the term of the contract with orders placed on an as needed basis for minimum order quantities identified herein. Firm pricing is requested for a minimum term of 180 days. Bids for longer periods will be considered.

Bids are to be submitted in accordance with the enclosed specifications and these Special Terms and Conditions, both of which require doing all that is necessary, proper, or incidental to the furnishing of the materials identified herein. All things not expressly stated in the attached specifications or Special Terms and Conditions but involved in carrying them out must be included in bidder's proposal as though they were specifically stated.

Upon award of this bid the City will issue purchase orders for the purchase of the quantity(ies) shown on an as needed basis.

2. **NOTICE TO BIDDERS:** All bids are subject to the provisions of the Special Terms and Conditions specific to this Bid Request and Specifications. The City of Asheville objects to and will not evaluate or consider any additional terms and conditions submitted with a bidder response. This applies to any response appearing in or attached to the document as part of the bidder's response. DO NOT ATTACH ANY ADDITIONAL TERMS AND CONDITIONS. By execution and delivery of a proposal, the bidder agrees that any additional terms and conditions, whether submitted purposely or inadvertently, shall have no force or effect. It shall be the bidder's responsibility to read this entire document, review all enclosures and attachments, and comply with all requirements specified herein.
3. **ISSUING OFFICE:** This bid request is issued by the City of Asheville Purchasing Division, No. 3 Hunt Hill Place, P. O. Box 7148, Asheville, North Carolina 28802. All correspondence and inquiry should be made to this address. Our telephone number is 828-259-5950, Fax number 828-259-5440.
4. **CLARIFICATIONS/INTERPRETATIONS:** Any and all questions regarding this document must be addressed to the City of Asheville Purchasing Division. Any and all revisions to this document shall be made only by written addendum from the City of Asheville Purchasing Division. Therefore, no oral statements by any person shall modify or otherwise affect the terms, conditions, or specifications stated in this request for bids and proposals. The bidder is cautioned that the requirements of this bid can be altered only by written addendum and that verbal communications from whatever source are of no effect.
5. **MINOR DEVIATIONS/EXCEPTIONS TO SPECIFICATIONS:** Minor deviations from the provisions of these specifications may be considered to permit manufacturers to follow their standard manufacturing processes; however, all proposed minor deviations must be explained in detail and submitted within the exceptions to specifications, time frame identified herein
6. The City of Asheville reserves the right to postpone bid openings for its own convenience.

7. **TECHNICAL INQUIRIES:** Questions regarding specifications to be directed to Donna Martin, Purchasing Agent, Monday through Friday, 8:30 a.m. – 5:00 p.m. Telephone 828-259-5954.
8. **NONCONFORMING TERMS AND CONDITIONS:** A bid response that includes terms and conditions that do not conform to the terms and conditions in this bid document is subject to rejection as non-responsive. The City of Asheville reserves the right to permit the bidder/vendor to withdraw nonconforming terms and conditions from its bid response prior to a determination by the City of Asheville of non-responsiveness.
9. **BIDDERS SUBMITTALS:** Bidder must furnish all information requested herein including descriptive literature and/or complete specifications covering the products offered. Reference to literature submitted with a previous bid will not satisfy this provision. Bids which do not comply with these requirements will be subject to rejection.

All documents submitted should bear the name of the bidder.

10. **PREPARATION OF FORMS:** All bids must be submitted on forms provided. Figures should be written in ink or typewritten. Any changes on the original bid should be made in ink and initialed by the person signing the bid. **NOTE:** If there are discrepancies between unit price quoted and extensions, the unit price will prevail.
11. **EXPENSES INCURRED IN PREPARING BID:** The City of Asheville accepts no responsibility for any expense incurred by the bidder in the preparation and presentation of a bid. Such expenses shall be borne exclusively by the bidder.
12. **TAX EXEMPTIONS:** The City of Asheville is exempt from Federal Excise Tax but not from State and Local Sales Tax. Sales tax should not be included in bid prices, but may be added as separate items.
13. **SUBMITTALS:** Bidders to submit one (1) original bid package. **BIDS MUST BE SUBMITTED IN A SEALED ENVELOPE IDENTIFYING WITH FORMAL BID REQUEST NO.780-11 AND THE DATE AND TIME SET FOR OPENING OF BIDS 3 PM October 14, 2010. Bids should be MAILED or HAND DELIVERED to the address indicated herein. FAXED or E-MAILED BIDS WILL NOT BE ACCEPTED.**
14. **VENDOR APPLICATION AND LICENSES:**

**\*Vendor Application:** Bidders may complete a City of Asheville Vendor Application and return it with bid response. Bidders may download the form from the City's website at the following link: [www.ashevillenc.gov](http://www.ashevillenc.gov). Look under the **BUSINESS** tab, select "Doing Business with the City" and select "Vendor Application" from the list of options. Directions for submittal are available on this page.

**\*Business Privilege License:** All vendors doing business with the city must have a business privilege license. Please include a copy of your license with the bid. If you do not have one, download the form from the same web page under "Doing Business in the City" and submit to the Accounting Division. Please include a copy of your application with the bid.

**\*NC Certificate of Authority:** All out of state vendors submit a copy of your certification with your bid or register with the State of NC at <http://www.secretary.state.nc.us/Corporations/Forms.aspx?EntityId=2719996&Type=Nonprofit%20Corporation> and submit a copy once received.

15. **DELIVERY:** Delivery shall be made F.O.B. Destination (prepaid/allowed), City of Asheville Central Stores, #3 Hunt Hill Place, Asheville, NC 28802.
16. **MINORITY VENDOR PARTICIPATION:** The City of Asheville has adopted a Minority Business Plan to encourage participation by minority businesses in the award of contracts. Bidders are hereby notified that this bid is subject to the provisions of that Plan. Questions regarding the Minority Business Plan may be directed to the Minority Business Coordinator, at (828) 232-4566 or to the City of Asheville Purchasing Division Office at (828) 259-5950. It is the policy of the City to (1) provide minorities an equal opportunity to participate in all aspects of its contracting and procurement programs and (2) prohibit any and all discrimination against persons or businesses in pursuit of these opportunities. Minority participation goals for procurement contracts are: 5% African Americans, 2% Hispanic, Asian and Native Americans and 18% for women-owned.
17. **EVALUATION AND SELECTION OF BIDS:** The evaluation of bids shall center on the match between the stated specification requirements in the final bid request and the vendor's proposed product(s) including selection of the lowest responsible/responsive bidder, with consideration of past performance, service record, and reliability.

The statutory provisions controlling purchasing by local governments in N. C. (RE: G.S. 143) includes selection standards for use in making awards. The provision reads, "All contracts, shall be awarded to the lowest responsible bidder, taking into consideration quality, performance and the time specified in the bids for performance of the contract."

The City of Asheville reserves the right to accept or reject any or all bids and proposals and further specifically reserves the right to make the award or awards in the best interest of the City of Asheville.
18. **CONTRACT/AWARD:** Pursuant to the laws governing public contracts in North Carolina, the successful bidder's/vendor's response to this Bid Request and any addenda thereto, plus the issuance and acceptance of a City of Asheville Purchase Award Letter for the proposed goods and/or services shall constitute a binding contract.
19. **INDEMNIFICATION:** The bidder/vendor covenants to save, defend, keep harmless, and indemnify the City of Asheville and all of its officers, departments, agencies, agents, and employees from and against all claims, loss, damage, injury, fines, penalties and cost - including court costs and attorney's fees, charges, liability, and exposure, however, caused - resulting from, arising out of, or in any way connected with the bidder's/vendor's negligent performance or nonperformance of the terms of the contract.
20. **ASSIGNMENT:** During the performance of the contract, the bidder/vendor shall not assign, transfer, convey, sublet, or otherwise dispose of any award or any or all of its rights, title, or interest therein, without the prior written consent of the City of Asheville.
21. All bids shall be made firm for no less than ninety (90) days FOR THE PURPOSES OF EVALUATION AND AWARD..
22. **PURCHASE OF ADDITIONAL REQUIREMENTS:** The City reserves the right to purchase additional quantities of materials specified herein during the period of firm pricing. Purchase of additional materials after the period of firm pricing will be subject to bidder's acceptance.

23. **INVOICES AND PAYMENTS:** ALL INVOICES AND PACKAGES MUST BEAR THE PURCHASE ORDER NUMBER ISSUED FOR THAT ORDER. Rejected materials will be returned to the Vendor at the Vendor's risk and expense. Cash discounts will be deducted as provided herein or in accordance with the terms of your quotation or bid. DISCOUNT PERIOD WILL DATE FROM RECEIPT OF INVOICE OR RECEIPT OF GOODS, WHICHEVER IS LATER. NET PURCHASES WILL BE PAID 30 DAYS FROM DATE OF YOUR INVOICE. The City is exempt from Federal Excise Tax but not from State and Local Sales Tax. This tax must be shown as separate items on invoice. Purchases for resale are covered by resale exemption No. 901-1-011-12821. SEND INVOICE TO: CITY OF ASHEVILLE ACCOUNTING DIVISION, P.O. BOX 7148, ASHEVILLE, N.C. 28802